

## HIGHSTED GRAMMAR SCHOOL



Highsted Road, Sittingbourne, Kent ME10 4PT

Headteacher: Anne Kelly BA MBA

Telephone: 01795 424223

[www.highsted.kent.sch.uk](http://www.highsted.kent.sch.uk)

Email: [admin@highsted.kent.sch.uk](mailto:admin@highsted.kent.sch.uk)

### **Part-time Teacher of MFL – German and French (maternity cover)**

#### **M/UPR**

Required from March, exceptional teacher of MFL to contribute to development of this subject at this outstanding girls' grammar school. This is a high profile area of school life, so the ability to teach German KS3 and French KS3 are essential. A significant contribution to the school's enrichment programme would be expected.

Applications are invited from creative and ambitious colleagues who can make a substantial impact on our continuous improvement.

**Please contact Linda Sayers at the school or visit the website to download further information and an application form: [www.highsted.kent.sch.uk](http://www.highsted.kent.sch.uk)**  
(Closing date noon 31 January 2020)

*Highsted Grammar School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. This post is subject to an enhanced DBS check.*

*Highsted Grammar School is an Equal Opportunities Employer.*





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### GENERAL INFORMATION

#### Summer 2019 school performance:

#### GCSE results achieved by pupils at the end of key stage four

	2019	2018
Percentage A*/A grades / 7 and above	41.5%	52.8%
Percentage of pupils gaining 9 - 4 grades, in English and maths	97.0%	98.4%
Percentage of pupils gaining at least two 9 - 4 grades, science	98.2%	97.6%
Percentage of pupils gaining at least one 9 - 4 grade, MFL	60.4%	86.2%
Percentage of pupils achieving history or geography 9 - 4	96.0%	96.0%
Percentage of pupils achieving English Baccalaureate*	60.0%	84.0%

\* **English Baccalaureate** consists of 9 - 4 grades at full GCSE in English, mathematics, two science subjects, a foreign language and history or geography.

#### A-level results achieved by students at the end of Year 13

	2019	2018
Percentage pass rate	99%	98.3%
Percentage A*-B grades	60%	64.6%

*'Highsted Grammar School is an outstanding school. It knows its strengths and areas requiring improvement very well.'*

*'The school is ambitious for its students and is very effectively focusing the staff team and the girls themselves on raising their expectations and achievements.'*

*'The school effectively enables girls to make excellent progress. They achieve the highest academic standards.'*

*'The curriculum gives girls an outstanding range of experiences and there is excellent involvement in extra-curricular activities.'*

*'There is a strong mutual respect between staff and girls. Initiative is encouraged and girls say that they get on very well together, help one another and enjoy school.'*

(Ofsted Inspection report 2009)

Highsted Grammar School is a small girls' grammar school (around 856 on roll, including 179 in Sixth Form) situated in the North Kent town of Sittingbourne. As an outstanding school, we were one of the first to convert to academy status in the autumn term 2010.

Excellent road and rail connections give easy access to London, Canterbury, Ashford and the Continent. Sailing and swimming facilities in the area are good and there are plenty of community activities (for example, orchestral, choral, theatrical clubs, etc.) available. Theatres in Canterbury and Maidstone, as well as those in London, provide entertainment. A well-equipped sports complex in the town has excellent facilities both for the serious sportsman and woman and for family recreational use. House prices are relatively low for the South East and opportunities for further professional development are excellent.

The school itself is a high-performing girls' school, where pastoral care and enrichment feature as highly as academic success. Having featured three times in Her Majesty's Chief Inspector's list of outstanding schools, we are proud to play a leading role in the education of young people in our area. The pupils are exceptional in every way – they are enthusiastic, personable, caring, and show considerable initiative – and we enjoy the strong support of parents. Likewise, the staff team – teaching, support and administrative – is talented, dedicated, hard-working and committed to the continuing success of the school. The governing body represents a group of capable, multi-skilled individuals, wholly supportive of the work we do.

The main block of the school was opened in 1958 when the school moved from older premises and since then other buildings have been added, including a technology block, new laboratories and additional classrooms. Development of the site continues with an imaginative, multi-purpose teaching area – the Hi-pod; new PE and dance studio, language laboratory and media studies/photography suite.

The Learning Resource Centre was created out of the old school library and boasts a light, comfortable and airy environment with good book stock, excellent ICT facilities and a pleasant reading area. It is very popular with students and well used by all age groups. Books, newspapers and specialist magazines are catalogued alongside other media and loans are monitored through an electronic library management system. Much of the day-to-day running of the Centre is undertaken by a group of library prefects, trained and overseen by the Centre Manager.

Highsted is a school of opportunity for staff as well as pupils, winning the School Achievement Award in two out of the three years that the scheme ran. We contribute extensively to initial teacher training, with many PGCE and GTP trainees successfully completing their programme in the school each year and in recent years, no less than six members of the leadership team have been promoted to headship posts.

Pupils are granted places at the school on the basis of success in the Kent selection tests or the Highsted Test, broadly speaking they represent the top 25% of the ability range. The economic and social characteristics of the locality are not the most affluent in Kent, so opportunities for value-added are high and the school is able to make a real impact within the community. At Sixth Form level we work in partnership with two other local schools, Borden Grammar (boys) and Fulston Manor (mixed). Through this arrangement, we focus mainly on A-level provision and are able to offer more than 34 different courses, including several applied A-level options. Recently, Highsted was placed 92<sup>nd</sup> in the top 100 secondary schools (The Telegraph) based on our 2015 A-level results.

The school, sponsored by Microsoft, received specialist school status through science and we have implemented major changes to the ICT infrastructure to make full use of these connections. Across the school we regard this not only as a strategy to develop science further and promote the role of women in this area, but also as the opportunity to enhance provision across the whole curriculum.

Music and drama within the school are exceptional, with high quality productions taking place every term. There is a strong choral tradition and the school's Special Choir has recorded a CD of its Christmas repertoire. Sporting activity also features highly in the work that we do, and the pupils enjoy both local and national recognition in areas as diverse as cricket, judo and life-saving. Other extra-curricular activities are wide-ranging and responsive to student need. A very strong School Council has been an established part of Highsted for more than 50 years.

The school has enjoyed a long-standing partnership with Gymnasium Fridericianum, Erlangen in Bavaria and this has led to regular exchange visits for more than 25 years. From our advantageous geographical position, we are also able to undertake day trips to Europe and each year there are study visits to France, Belgium and Italy, organised by different subject areas. For the first time in 2005, a group of Year 12 students spent three weeks in quality work experience placements in Brussels and this has now become a regular part of the summer term enrichment programme, supported by substantial grants from the EU. In 2008, the school established a new partnership with the Lycée Prieur in Auxonne, Burgundy. Last year more than 35 students from Years 9, 10 and 12 participated in our European programmes.

From this brief description, potential candidates will realise that this grammar school offers far more than a purely academic focus. This does not come about by accident. It is entirely dependent on the determination and commitment of the whole school community, alongside effective delegation of tasks. If you have the potential to contribute to an exceptional school and would like to be part of a friendly, winning team, we would love to hear from you!

This post would suit a creative and ambitious professional who can work well as part of a team, is keen to contribute ideas and take on new initiatives and has high expectations of the students. It provides an opportunity to work with able and well-motivated students within a successful department and with friendly colleagues. Flexibility and a personal desire to broaden professional experience would be an advantage.

Anne Kelly (January 2018)

### **The MFL Department**

We are looking for a dynamic, innovative and hard-working individual to contribute to a committed and friendly MFL department that genuinely operates as a team. Members of the department are encouraged to develop and share new resources within the department and new ideas are valued. This is a time of exciting change as we are now in our fourth year of teaching new specifications at both GCSE and A level, so your contribution will be vital in embedding new styles of teaching and preparing students for a very different sort of examination.

The department is working hard to improve outcomes for students in their MFL subjects whilst also enriching the wider education and development of the whole child and offering opportunities for students from Swale to cultivate an awareness and understanding of different cultures. We currently teach the AQA GCSE and A level Edexcel specifications in both French and German. The department is well resourced, operates in a collegiate spirit of sharing our best practice, and there is a tradition of inspiring and encouraging one another to develop new and exciting ways of teaching languages.

Students learn both French and German in Years 7, 8 and 9. All students are expected to study one language to GCSE, and a small number of students in both Year 10 and 11 continue with both. Numbers at Key Stage 5 are currently low, but students' motivation and interest, as recognised by a recent external visitor to the department, is high. The school has a long-standing and hugely successful partnership with a school in Erlangen in Germany and the successful candidate will be expected to contribute to this exchange programme.

We are committed to contributing to the continuous improvement of teaching and learning and to raising outcomes for students. We are looking forward to appointing an outstanding colleague, who will contribute to curriculum developments in MFL, inspire and enthuse students to improve uptake, especially at Key Stage 5, and contribute to the progress of students in MFL with energy, passion and skill.

March 2017

**HIGHSTED GRAMMAR SCHOOL: JOB PROFILE**  
**SUBJECT TEACHER RESPONSIBILITIES – M/UPS**

Name:

Main subject: **MFL**

ACTIVITY	RESPONSIBILITIES	NOTES
<b>LINE MANAGEMENT</b>	<ul style="list-style-type: none"> <li>Responsible to Line Manager (subject teacher role). Professional Tutor (ITE &amp; Staff Training during induction period)</li> <li>Responsible to Head of House (form tutor role).</li> </ul>	
<b>CURRICULUM</b>	<ul style="list-style-type: none"> <li>Plan and prepare lessons in line with departmental schemes of work, using appropriate teaching methods and resources.</li> <li>Mark and monitor pupils' class and homework providing constructive oral and written feedback, and setting targets for pupils' progress.</li> <li>Contribute to the development of schemes of work and departmental policies.</li> <li>Contribute to enrichment activities which further the aims of the subject and the school.</li> </ul>	
<b>PUPILS</b>	<ul style="list-style-type: none"> <li>Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline.</li> <li>Undertake pupil supervisory duties and cover for absent colleagues in line with school procedures.</li> <li>Operate department and school rewards' policies.</li> <li>Assess and record each pupil's progress, including through observation, questioning, testing and marking.</li> <li>Make every reasonable effort to ensure delivery of the school's Home School Agreement.</li> <li>Undertake form tutor responsibilities as set out in the Staff Handbook.</li> </ul>	
<b>MONITORING</b>	<ul style="list-style-type: none"> <li>Understand and know how national, local and school data can be used to set clear targets for pupils' achievement.</li> <li>Contribute to department monitoring of the assessment of pupils.</li> </ul>	
<b>COMMUNICATION</b>	<ul style="list-style-type: none"> <li>Contribute to meetings and discussions about teaching methods, schemes of work and departmental policies.</li> <li>Keep Subject Leader, Form Tutors and Heads of House informed about the progress of pupils being taught.</li> <li>Share good practice within and across the subject area.</li> </ul>	
<b>EXTERNAL COMMUNICATION</b>	<ul style="list-style-type: none"> <li>Maintain familiarity with statutory assessment and reporting requirements.</li> <li>Prepare and present informative reports to parents and meet with them to discuss pupils' progress.</li> </ul>	
<b>STAFFING</b>	<ul style="list-style-type: none"> <li>Review own professional development and identify training needs.</li> <li>Take part in the performance management arrangements.</li> <li>Take part in lesson observations to share good practice.</li> </ul>	
<b>BUDGETS/ RESOURCES</b>	<ul style="list-style-type: none"> <li>Assist department leadership to: <ul style="list-style-type: none"> <li>- identify resource needs</li> <li>- develop and maintain departmental resources</li> <li>- keep departmental areas tidy and have effective displays.</li> </ul> </li> <li>Follow agreed safety procedures for the department.</li> </ul>	
<b>OTHER SPECIFIED RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>Participate and/or lead existing activities which promote the school's diversity in modern languages, including European visits and other activities.</li> <li>Contribute to new initiatives as part of the teaching team.</li> </ul>	

**NOTE:** This job profile is based on Professional standards for Teachers – England (published by TDA) and is subject to the Conditions of Employment contained within the Highsted Academy Trust contract, as issued. It is reviewed regularly and aspects may be amended in negotiation with the Headteacher.

Signed .....

Date.....

## Person Specification

### Subject Teacher: Modern Foreign Languages

	Essential	Desirable
<b>Experience</b>	Qualified teacher, ability to teach main language (German and French) to GCSE.	Ability to offer an additional modern language to GCSE.
	Willingness to contribute fully to wider initiatives/developments within school.	Experience of using ICT for subject development and curriculum innovation.
	Evidence of taking responsibility for own professional development.	
	Evidence of good teaching skills, leading to consistently high standards of achievement.	Successful experience in raising student achievement and adding value.
	Willingness to participate in the school's broad extra-curricular programme – in particular, the school's European enrichment programme.	Experience of personal involvement in the wider curriculum.
	Knowledge of current developments in teaching and learning.	
	Evidence of working with other professionals as part of a team.	Application of good practice across other subjects areas.
<b>Personal Qualities</b>	Ability and confidence to work autonomously and to contribute fully as a member of the wider staff team.	
	Enjoy working with young people.	
	Enthusiasm for the subject and a desire to communicate that to others.	
	Demonstrate energy, vigour and perseverance and promote an 'I can' philosophy.	Ability to enthuse and motivate others.
	Ability to prioritise, plan and organise own work and that of students.	Willingness to take on delegated responsibility.
	Sense of humour.	
	Ability to work under pressure and meet deadlines.	Ability to build on the experience, advice and contribution of others.
	Consistently high expectations.	
	Self-motivated and self-confident.	
	Personal impact and presence with staff, students and parents.	Involvement in creative and innovative teaching developments.
<b>Skills</b>	Wish to develop a broad and imaginative range of teaching skills.	Make informed use of assessment information to raise achievement.
	High-level communication and presentation skills.	
	Think creatively and imaginatively to solve problems.	Ability to anticipate problems and identify opportunities.
	Ability to use ICT effectively to support teaching and learning.	
	Ability to identify and develop opportunities.	